



## DELAWARE JUDICIARY

### SUPERIOR COURT OF DELAWARE

#### Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #SC0421N17

#### JUDICIAL CASE PROCESSOR SUPERVISOR

Opening Date: 4/21/17

Closing Date: 5/4/17

Vacancy Exists

Salary: \$31,912 – \$39,890 (85% - Midpoint) Pay Grade 10

Recruiting For: Superior Court of Delaware

Location: New Castle County, City of Wilmington (Please check this county on your application).

**Summary Statement:** This is the first line supervisor of a unit of Judicial Case Processors. Work may include performing actual caseload management functions.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Six months experience in document processing and control which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures and ensures quality assurance of results.
2. Six months experience in interpreting laws, rules, regulations, standards, policies, and procedures.
3. Three years experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. Six months experience in narrative report writing
5. Knowledge of staff supervision acquired through course work, academic training, training provided through an employer, or performing as a lead worker overseeing the work of others; OR supervising staff which may include planning, assigning, reviewing, and evaluating the work of others; OR supervising through subordinate supervisors a

group of professional, technical, and clerical employees. Ability to communicate courteously and effectively, both verbally and in writing.

**Selective Requirements:**

1. **Must be able to: lift, move, carry, transfer items weighing up to 35 lbs. on a daily basis.**

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/>.

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: [apps.superior@state.de.us](mailto:apps.superior@state.de.us) (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:  
Superior Court of Delaware  
Leonard L. Williams Justice Center  
500 N. King Street, Suite 2850  
Wilmington, DE 19801

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer**